

Title: DIVISION STORAGE AREAS	Number: D65-15-02	Revision No.: OD	Effective Date: 31 JAN 97
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31 January 1997

STANDARD OPERATING PROCEDURE D65-15-02

From: D65
To: D65 Division

Subj: DIVISION STORAGE AREAS

Ref: (a) SOP D65-15-01, Division Product Handling and Preservation
(b) SOP D65-13-01, Division Control of Nonconforming Product

1. Purpose. To establish a system and provide instructions for use and maintenance of product stores and storage areas, and periodical assessment of stock.
2. Scope and Application. This procedure applies to all storage and holding areas for materials, components, subassemblies, assemblies, systems and other finished products. This procedure directly affects the Storage and Production functions, and directly applies to Receiving and Shipping.
3. Policy. Each Branch Head is responsible for maintenance and control of the storage areas under their control. All Division storage areas will be kept, neat, clean, and serviceable.
4. Procedure. The following procedure defines Division storage areas, identifies frequency for assessments of stock, authorization to Receive and Issue, and accountability of other supplies.
 - a. Storage Areas - There are three main types of designated storage areas within the Division. They are the material stockroom/storage area, the finished product stockroom/storage area; and product "holding areas" such as receiving, inspection, shipping, and quarantine areas. Storage areas will be maintained in good condition to prevent damage or deterioration of stored products. All products in stockrooms/storage areas are identified and arranged in groups according to their type. Perishable stock (i.e. items with "shelf-lives") is rotated; i.e., oldest deliveries are used first. Inventory levels of stock are monitored.
 - b. Assessment of Stock - Every three months, the storage areas are inspected. Stock is assessed for damaged or deteriorated products. Identification of products is checked, and items that do not belong in the stores are removed. A product nonconformity report (per Procedure SOP-13-01) is issued when damaged, deteriorated, or unidentified products are found. Products are then dispositioned as required. Inventory levels of stock are also checked.

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c. Authorization to Receive and Issue - Only products that have passed receiving or final inspections are authorized to be received or issued from the material and finished product stockrooms/storage areas.

d. Other Supplies - The stockrooms also contain general use and miscellaneous supplies not intended for incorporation into the company's products. Such supplies are not labeled with inspection status identifiers and their movement in and out of the storage areas is not controlled by the quality system. Branch Heads will ensure that these supplies are stored in separate areas from stocked items that are used during processing of Division products.

THOMAS S. DODSON